PERSONNEL

PRODUCTS

PROPERTY

SECURITY PLAN

FOOD SECURITY MANAGEMENT

- ❑ The food facility has been evaluated for food security.
- ❑ The food facility has a food security plan.
- ❑ There is an assigned food security coordinator.
- ❑ Personnel have received food security training.
- ❑ Food security inspections are regularly performed by supervisors.
- ❑ Personnel know what to do if they encounter a product tampering incident.
- ❑ In case of an emergency, personnel know whom to contact:

  Internal: Supervisor

  External: Police

  Fire

  Board of Health

SELF-INSPECTION PROGRAM

A self-inspection program can help you reduce the vulnerability of your food facility to terrorist threats and to criminal acts of product tampering. Food has been used as a vehicle to spread chemical and biological agents. Product tampering is a concern for all food facility operators. It may cause harm to customers, and it may result in serious economic consequences for the food service facility.

A self-inspection program is an important preventive measure that will improve food security at your facility and may reduce your liability. This self-inspection checklist is a guide to help you evaluate the food security program at your facility. A food security program will help protect your customers, your employees, and your business.

Please modify this checklist to meet the unique circumstances of your restaurant or retail food facility.

Massachusetts Department of Public Health
Food Protection Program
February 2005

**MASSACHUSETTS
Department of Public Health
Center for Environmental Health
FOOD PROTECTION PROGRAM**
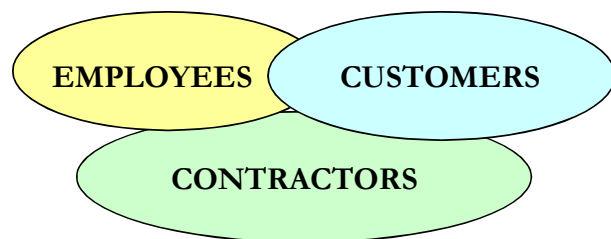
FOOD
SECURITY
PLANNING

**SELF-INSPECTION
CHECKLIST FOR
RESTAURANTS
AND
RETAIL FOOD STORES**

PERSONNEL

- Background checks as allowed by law, are done on prospective employees.
- Employment applications are required.
- Employment references are checked.
- Personnel receive food security training when they are hired.
- Food preparation areas are restricted to authorized personnel.
- Employees are not allowed to bring personal items into food preparation areas.
- Employee sick leave policy encourages individuals to report illnesses and not work when they have gastrointestinal symptoms or a communicable disease.
- Customers are restricted to public areas.
- Contractors are restricted to their work required areas.
- Contractors and vendors are monitored while they are at the food facility.

PROPERTY

- A closed circuit television system is used to monitor high risk areas inside the facility .
- Security cameras are used to monitor the loading dock and exits.
- Doors opening onto the loading dock are kept locked when not in use.
- All truck shipments (incoming and outgoing) are monitored by food service employees.
- Products are inspected upon delivery.
- There is good lighting for all high risk areas at the facility.
- Hazardous chemicals including any pesticides are kept locked in a secure area.
- High risk areas are marked "employees only" and access is limited to employees who work in the area.
- There is a key control system for store keys.

PRODUCTS

- Products are purchased from reputable established sources.
- Purchase records are maintained for product trace back and recalls.
- Products arrive at the food facility in clean and secure transport vehicles.
- Products are never left unsupervised on the loading dock.
- Products are inspected for tampering prior to preparation or service.
- The facility has guidelines for handling product tampering incident.
- Food items are prepared by personnel trained in food safety and food security procedures.
- Potable water is used for rinsing and for preparing food items
- Salad bars, and self-serve carts are closely monitored by staff to prevent contamination and product tampering.

PERSONNEL CONNECTIONS

EMPLOYEES

CUSTOMERS

CONTRACTORS

YOU HOLD THE KEY TO A SAFE AND SECURE FOOD OPERATION!

FOOD SECURITY WEBSITES

www.mass.gov/dph/fpp
www.mass.gov/dph/fpp/retail/training.htm
www.cfsan.fda.gov/~dms/fsterr.html
www.bt.cdc.gov

MONITOR HIGH RISK OPERATIONS!

INFORMATION

If you have questions about food security contact Massachusetts Department of Public Health Food Protection Program
(617) 983-6700